

**NOTICE OF VACANCY  
August 5, 2022**

**POSITION:** Chief Public Health Nurse

**DEPARTMENT:** Health

**SALARY RANGE:** PR5 \$69,577.00 – \$76,805.00

**HOURS:** Monday, Wednesday, Thursday 8:30 am to 5:00 pm  
Tuesday 8:30 am to 7:00 pm  
Friday 8:30 am to 2:00 pm  
Evenings and Weekends as needed or as public health nursing clinic hours are scheduled

**Statement of Duties:**

Performs professional nursing activities that reduce the incidence of disease and promotes the health and wellbeing of residents in Framingham. Executes population-based public health nursing services including adult and pediatric immunizations, communicable disease prevention, health screening and education, infectious disease control and containment, case management, and program administration. Consult with leaders of schools, businesses, and other community institutions to evaluate health concerns, and plan and implement community health programs to meet specific health needs.

**Organizational Scope:**

Works under the supervision of the Director of Public Health and Assistant Director of Public Health.

**Essential Functions:**

- Coordinates public health nursing clinic services including immunizations, TB risk evaluations, blood lead testing, health screenings, and seasonal health program services.
- Initiates infectious disease case management.
- Conducts epidemiologic investigations of communicable disease outbreaks.
- Completes confidential case reporting requirements for state and federal agencies
- Coordinates and deploys Framingham Medical Reserve Corps (approximately 150 members)
- Coordinates health programs with outside institutions, organizations, and agencies; provide general health-related information and instruction to individuals, families, and community groups.
- Monitors public notice of health alerts, advisories, and cautions; provides general health-related information and instruction to individuals, families, general public, health provider, and agency and community groups.
- Oversees the administration of pre-examination tests including skin tests, blood tests, and other tests used in determining communicable disease; provides information and education to patients before and after tests as necessary.
- Coordinates public health screening examinations including skin cancer analysis, blood pressure, cholesterol blood lead, glucose, and other CLIA-approved services.

- Oversees the specimen submission of body fluid collections including urine, stool, blood, or sputum as needed or recommended in the control of communicable or infectious disease or in health screenings.
- Completes reporting requirements for grants and activity dashboards.
- Provides billing administration and fiscal oversight for clinical service reimbursement as needed.
- Monitors health trends and innovations in the areas of disease prevention, vaccine preventable disease, and treatment of chronic diseases.
- Compiles and submits necessary medical/statistical reports and data in a timely manner
- Participates in quality improvement and assurance activities.
- Provides consultation services to health professionals in Framingham related to treatment, control, and interpretation of State and Federal health regulations concerning communicable diseases and health program development.
- Mentors nursing and public health students as schedule permits.
- Coordinates with members of the Public Health Department to advance goals.

**Recommended Minimum Qualifications:**

Current license as a Registered Nurse in Massachusetts. Minimum of a Bachelor's degree from an accredited college or university plus 5 years general nursing experience. Two years public health nursing experience, preferably within the last five years. Valid Massachusetts driver's license and access to automobile.

**Knowledge, Ability and Skill:**

***Knowledge:*** Knowledge of principles and practices of Public Health Nursing, research methods and report presentation, and principles of basic program and grant budgeting. Knowledge of pertinent Federal, State and local laws, codes, and regulations regarding health care. Knowledge of universal precautions and infection control practices, HIPAA Act, and the American Nurses Association Public Health Nursing Scope and Standards of Practice.

***Ability:*** Ability to use and interpret graphical information accurately and to make decisions according to existing laws, regulations, and policies. Ability to communicate in a professional manner with a wide variety of residents, organizations and colleagues. Ability to participate as a team member, performing a wide variety of functions as assigned by Director. Ability to exercise tact, diplomacy, and maintain confidentiality is essential.

***Skill:*** Excellent planning and organizational skills. Excellent employee relations and customer service skills. Strong written and oral skills. Knowledge of computer technology and software systems including proficiency MS Word, Excel, PowerPoint, Access, MIIS and MAVEN.

**Supervision Required:** Under the general supervision of the Director of Public Health and in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and City ordinances.

**Confidentiality:** Employee has access to confidential information in accordance with the State's Public Records Law such as official personnel files, department and client records related to communicable diseases, and lawsuits. Employee has access to department-related confidential and/or sensitive information including protected health records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

**Judgment:** Varied and responsible duties require the exercise of judgement and initiative, particularly in situations not clearly defined by precedent or established procedures.

**Complexity:** Employee offers a variety of complex services, many of which are clinical in nature. Employee is expected to have excellent communication and coordination skills to achieve departmental goals.

**Accountability:** Employee has access to a significant amount of confidential information including health records, pending public health-related investigations and other sensitive information. Errors in this position could result in loss of service and have financial and/or legal ramifications.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

May be required to lift, push/pull, or carry objects weighing up to 10 pounds. Respond to emergency situations which may include bioterrorism, nuclear, chemical, radioactive, or explosive events. May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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**[www.framinghamma.gov/jobs](http://www.framinghamma.gov/jobs)**

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